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IAS Staff Meeting
6 September 1974

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1. [redacted] reported on the Executive Council Meetings of 3 and 6 September 1974:

a. Mr. Proctor is taking the directors to [redacted] for two days, 8 and 9 November. The management staff is working up an agenda for the conference.

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b. Mr. Proctor will be going away at the end of the month [redacted] He will be gone three weeks.

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c. It was announced at Tuesday's meeting that secure voice links have been established between headquarters and [redacted]

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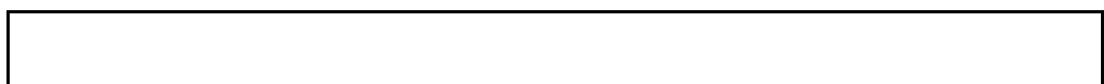
d. Most of the meeting centered around the new DDI Handbook. The primary discussion was on what constitutes the specific criteria asked for. The directors are to phone [redacted] on any items they are not clear on and the directors will then meet with Proctor on these items. Mr. Proctor asked that [redacted] bring up the 5 handbook criteria with the MAGID on Monday.

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e. There was a discussion on Management Reports. This topic will be on the agenda for the [redacted] conference. The IC Staff request for costing of production against KIQ's was also discussed.

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f. Mr. Colby will continue his present stance relative to the assessment of proposed US Naval expansion on Diego Garcia.



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i. Mr. Proctor talked about the need for sensitivity to events on the part of intelligence personnel in order to ensure

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policy decisions are well taken. He reviewed the recent case history of reconnaissance over Cuba to illustrate his point.

j. Mr. Colby attended a JCS seminar to address how Western European leaders will act or react to present economic pressures.

k. There will be [redacted]

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2. [redacted] commented on his talk with [redacted]

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[redacted] Chief of the New Applications Branch, NPIC.

3. A new course on "The Behavior in Organizations" will meet on Thursdays for two and one-half hours at Headquarters. It deals chiefly with MBO. IAS personnel are encouraged to attend.

4. The IAS stamp on the Fitness Reports is no longer necessary. The new forms will have a DDI stamp pre-printed on it.

5. The DDI Orientation Course will visit IAS on 24 October at 1100. The Advanced Operations Course will visit IAS on 7 October from 1300-1500 and the Intelligence Production Course will come on 22 October from 1330-1600.

6. The IAS sub-panel will be going to [redacted] on 2-3 October to evaluate personnel performance in all grades GS-13 and below.

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Excerpt from Staff Meeting of 30 August re tour

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a. Hold items. The normal procedures is not to do anything with hold items until they are released. Headquarters usually requests a memorandum on such items. IAS could prepare an "Eyes Only" memorandum in preparation for such a memo. In such case Mr. Proctor could be given the memo or an appropriate NIO.

b. Mini-boards. The normal distribution for the mini-boards often does not reach the analysts with the particular problem. More copies should be made of the mini-boards and an attempt should be made to make sure the particular analysts receive copies along with the branch and division chiefs.

c. Briefings. It would be favorable for IAS to forward briefings for production office components on significant developments. It would make the intelligence community more aware of what IAS is doing for them.